

Dear Administrator,

I have applied for a CAA Professional Leave to attend a conference or activity that requires your approval via Microsoft Power Automate before it can be submitted to the committee for further review. **Your approval must be submitted within 30 days of my request.**

Supervisors should consider the below criteria for eligibility:

- Trips outside the continental United States are not eligible for approval.
- Professional leave cannot be used for activities to obtain college credits or certification.

General guidelines and information can be found here: [CAA Professional Leave Guidelines and Schedule 2023-24SY](#)

There are two ways to approve/deny this request: via the email from Microsoft Power Automate or by signing into Microsoft Teams. *If you have issues locating the email, the best solution is Microsoft Teams.*


### **Approve via email from Microsoft Power Automate:**

To approve via email, if you do not have the email pulled up - search your inbox, clutter/junk and deleted email boxes for "Microsoft Power Automate." Within the email there is an "approve" or "reject" button towards the bottom, click on either one to approve or deny the request.

### **Approve via Microsoft Teams:**

Go to your Microsoft Teams, you should have an icon on your desktop, if not, you can search "Microsoft Teams" in your URL and download it.



Once you are in Microsoft Teams, look in the left sidebar for the approval icon , if it is not there click on the "..." in the left side bar and then click on the approval icon shown above.

If you need further assistance please email [ProfessionalLeaves@columbus.k12.oh.us](mailto:ProfessionalLeaves@columbus.k12.oh.us).

